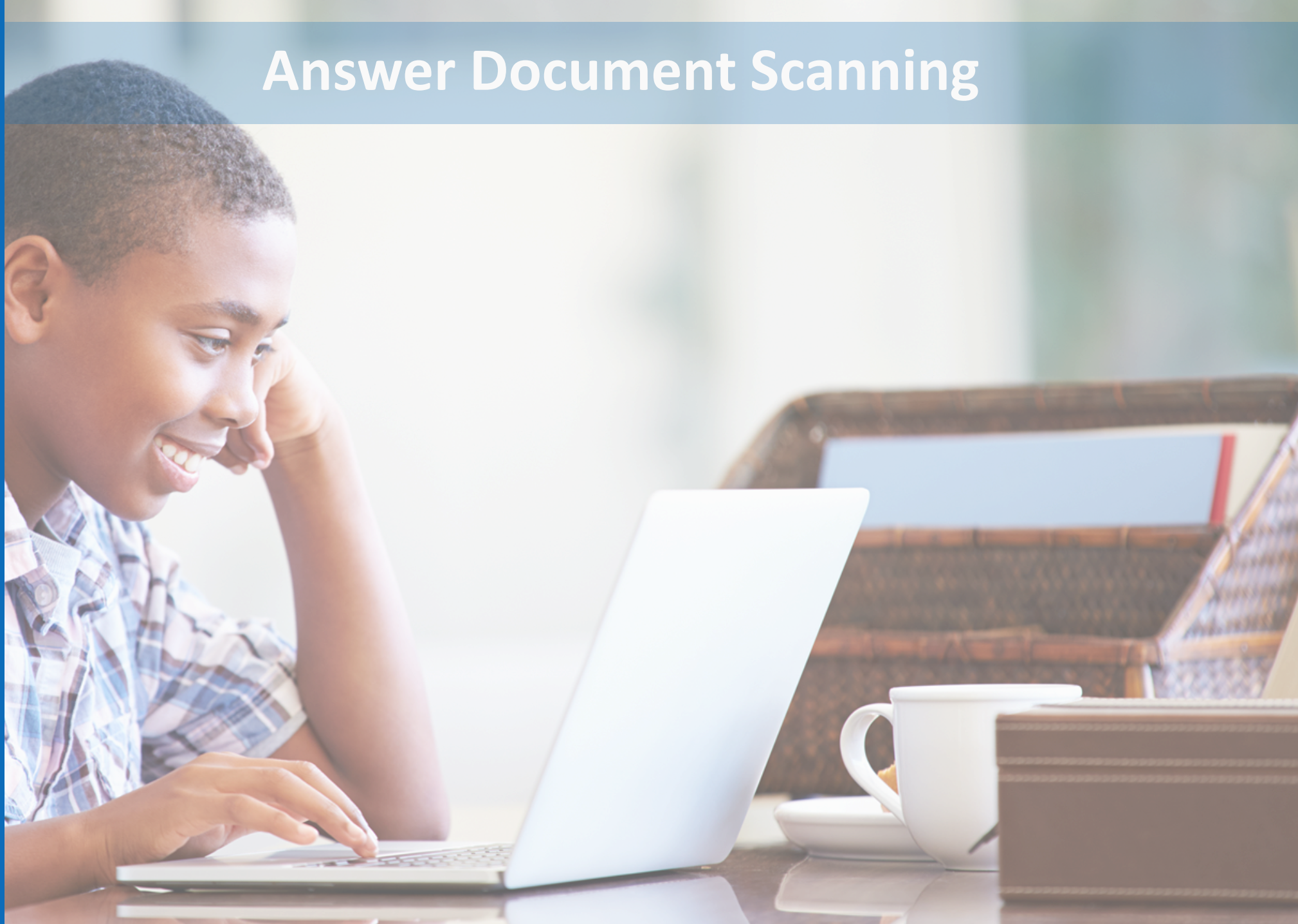TEA

Answer Document Scanning

Fall 2020
Beginning
of
Year
Assessments

Topics

Overview

Printing Answer Sheets

Scanning Preparation and Steps for Scanning

Resources and Support

TEA

Answer Sheet Scanning Overview

What is answer sheet scanning?

Answer sheet scanning allows authorized users to scan paper answer documents printed directly from Schoolnet for scoring using a camera and device that meet the minimum requirements.

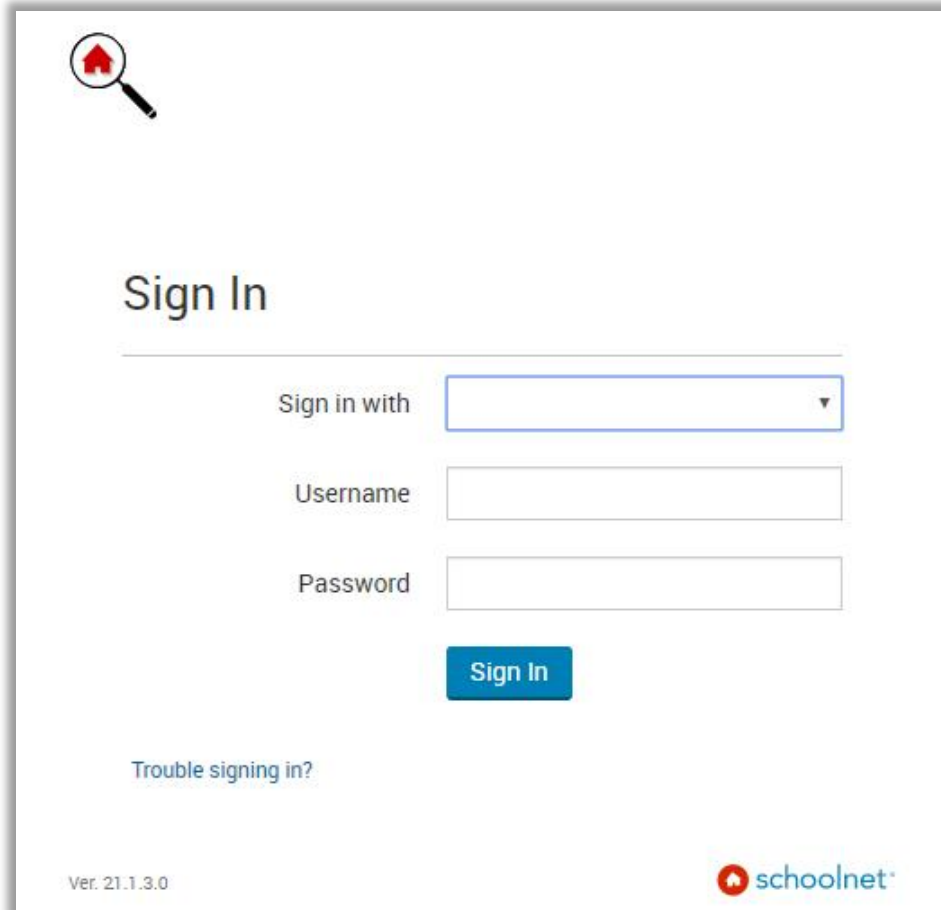### Who is able to print and scan answer sheets?

Pearson will create one campus level account per campus that will have the ability to use the document scanning application to print and scan student answer sheets.

How soon will results be available after an answer sheet is scanned?

Results will be available immediately.

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Scannable Answer Sheets
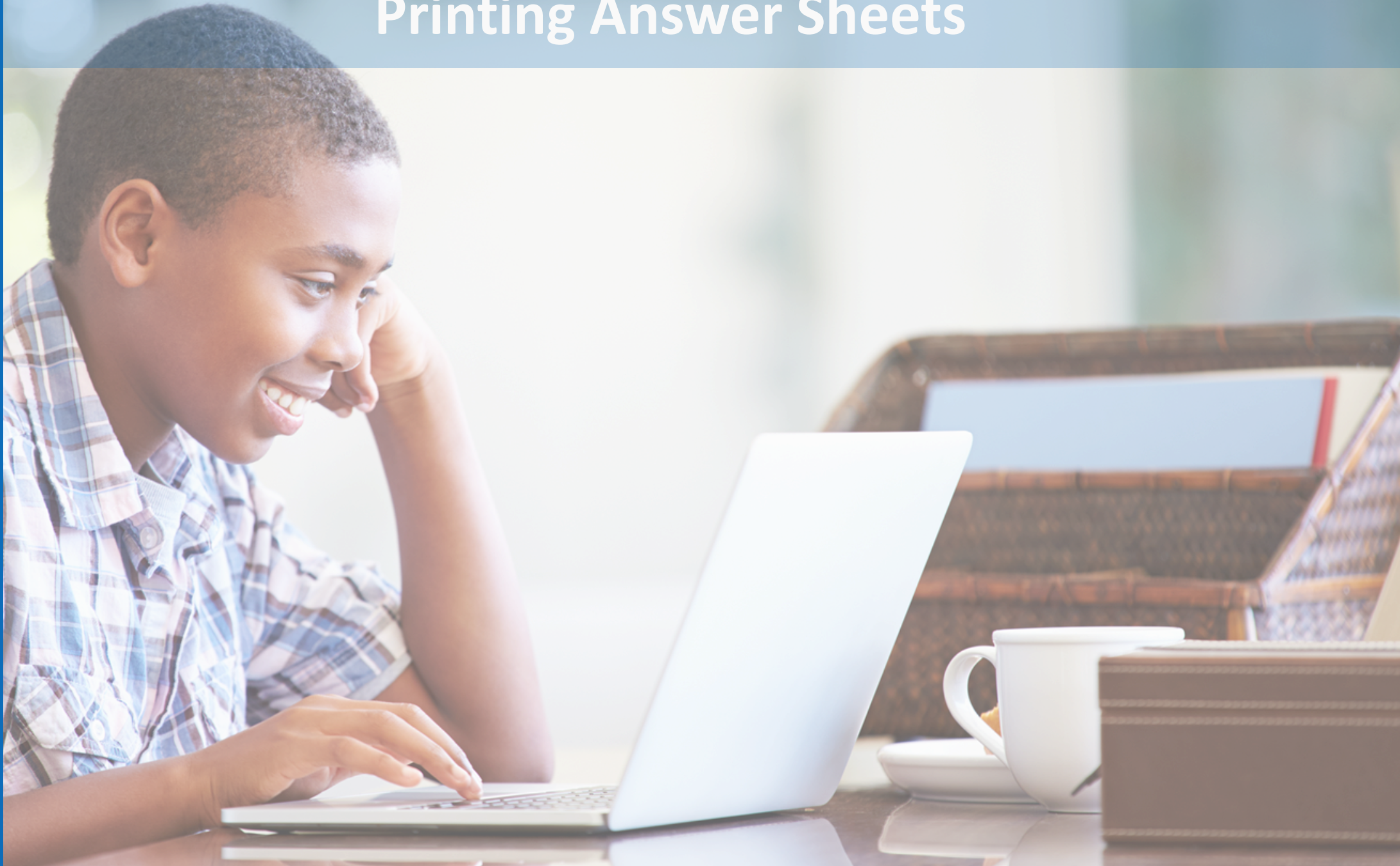

- The answer document camera will only scan answer documents printed from Schoolnet following the guidelines in this presentation.

- Only campus level users will be able to print and scan answer documents.

- Campus log-in credentials are provided in the district SFTP site.

Best Practices for Printing Answer Sheets

- Before printing any answer sheets, make sure the printer is set up properly. All the answer sheets need to be printed using Adobe. You can use any version, but it is ***critical*** that you choose the correct settings.

- Use the sample test to test your printer settings.

Printer Settings for Printing Answer Sheets

- Use the following settings with Adobe Reader (up to version 9):
  - For Page Scaling, select **None.**
  - Check **Auto-Rotate and Center.**
  - For Zoom, select **100%.**

- Use the following settings with Adobe Reader (versions 10+):
  - For Size Options, select **Actual Size.**
  - For Orientation, select **Auto Portrait/Landscape.**

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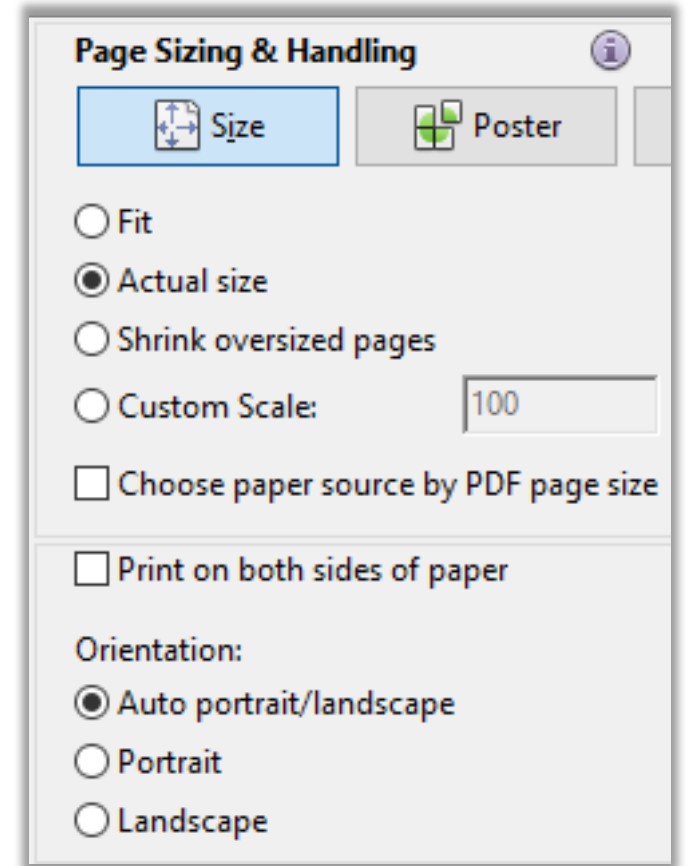
Printing Guidelines

How your answer sheets are printed is **essential** to scanning success. Follow these guidelines:

- Laser printers are highly recommended; while ink jets may work, they do not always produce clear QR codes, which can impact scanning and generate QR code errors.

- Use white, 20 lb. bond paper—*not recycled.* Unfortunately, recycled paper can be darker and markings may be more difficult to erase.

- NEVER photocopy blank answer sheets; if you need additional blank sheets, reprint the last page rather than photocopying it.

Correctly Printed Answer Sheet

- When a sheet is printed correctly, six dots, called page markers, will be centered on the page with an approximately 1" margin.

- If you scan and get the error "Markers not found," it is most often because the sheets were not printed correctly or the printer was not aligned correctly and the markers are too far to the left or right.

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Accessing Print Options

- To access print options as a campus level user:
    1. In the Assessments menu, select **Print.**
    2. Click a column header to sort the list of tests, or use the search filters to narrow the list.
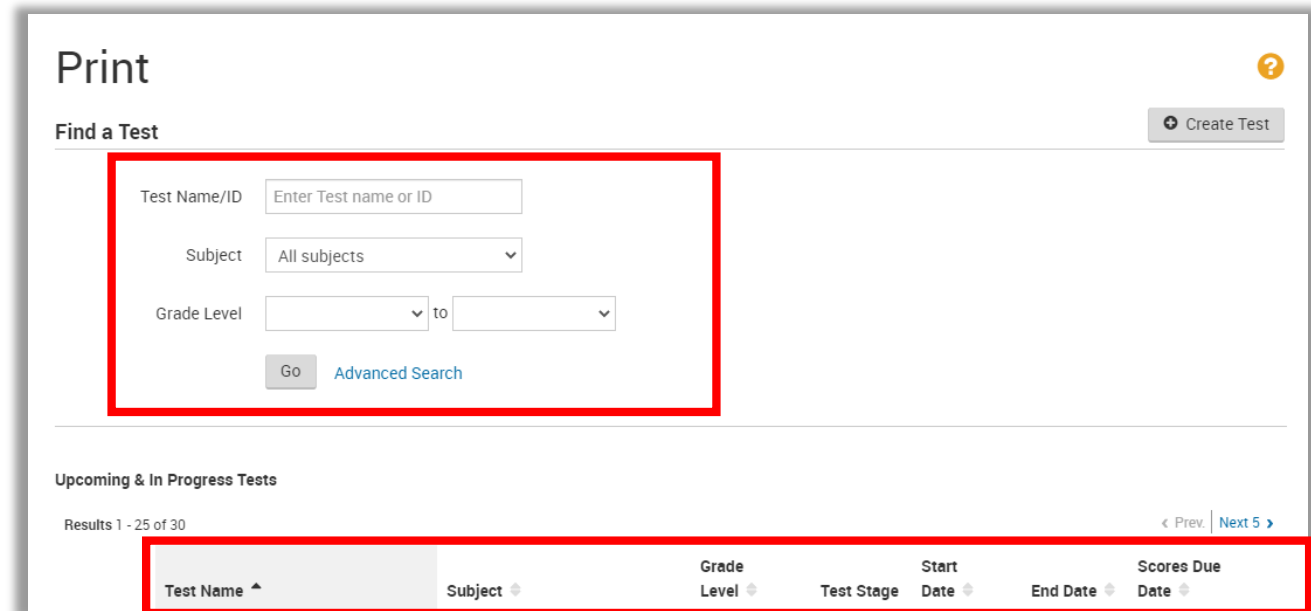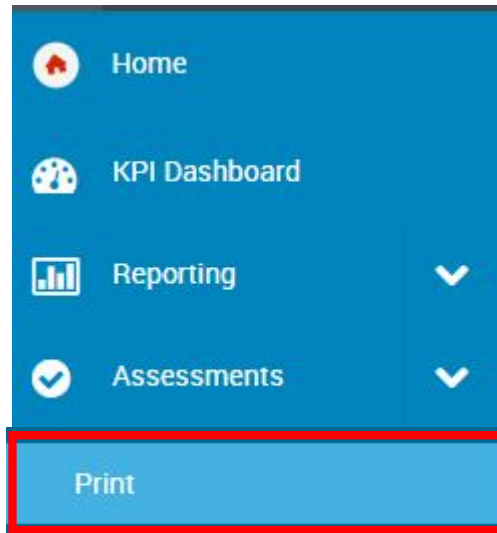
Accessing Print Options

- To access print options as a campus level user (con't):
  3. Click the test name to access print options.

Upcoming & In Progress Tests

Results 1 - 25 of 30

‹ Prev. | Next 5 ›

	Test Name ▲	Subject ⇕	Grade Level ⇕	Test Stage	Start Date ⇕	End Date ⇕	Scores Due Date ⇕
☑ ↺ 👤	End-of-Year Assessment Algebra 1	Mathematics	09 -12	In Progress	05/11/2020	06/12/2020	06/12/2020

Accessing Print Options

- To access print options as a campus level user (con't):
    4. Click **Answer Sheets**.

Answer Sheet Description

Each plain-paper answer sheet includes question bubbles, student information, and the test ID. The answer sheet PDF contains a cover sheet, an answer sheet for each student selected for the download, and a blank sheet to use for a new student.

Generating Answer Sheets

Campus level users may also print either by section or by school. A cover sheet is included with each section to aid in distribution.

To generate answer sheets:

1. In the Assessments menu, select **Print**.

2. Locate the test and click the **Generate Answer Sheet** icon.
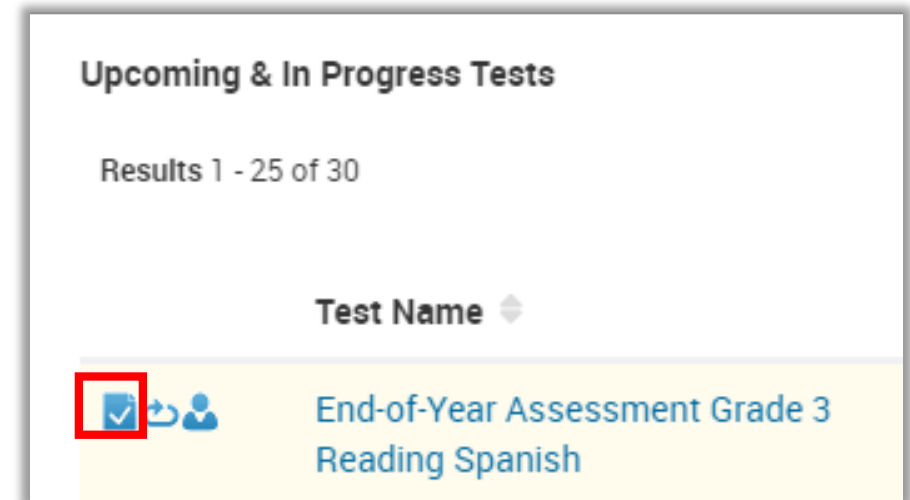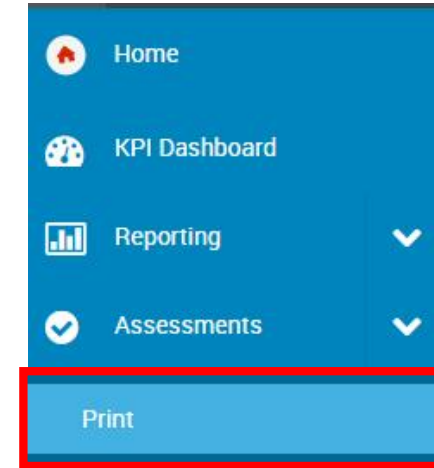
Generating Answer Sheets

To generate answer sheets:

3. On the Answer Sheet Generator page, start on the **Section** tab.

4. Filter as needed on the left to see a list of the appropriate sections.

Generating Answer Sheets

To generate answer sheets:

5. Check the boxes next to the sections you want to include. At the top of the page, click **Generate Answer Sheet**.

Print by School/Grade

You may also use the **School/Grade** tab. To print answer sheets by school and grade, choose a school and grade and click **Generate Answer Sheet**.

Generate Answer Sheet File Alert

- When you generate an answer sheet file, a message will let you know that the file is being generated. You can navigate elsewhere while the file is being created.
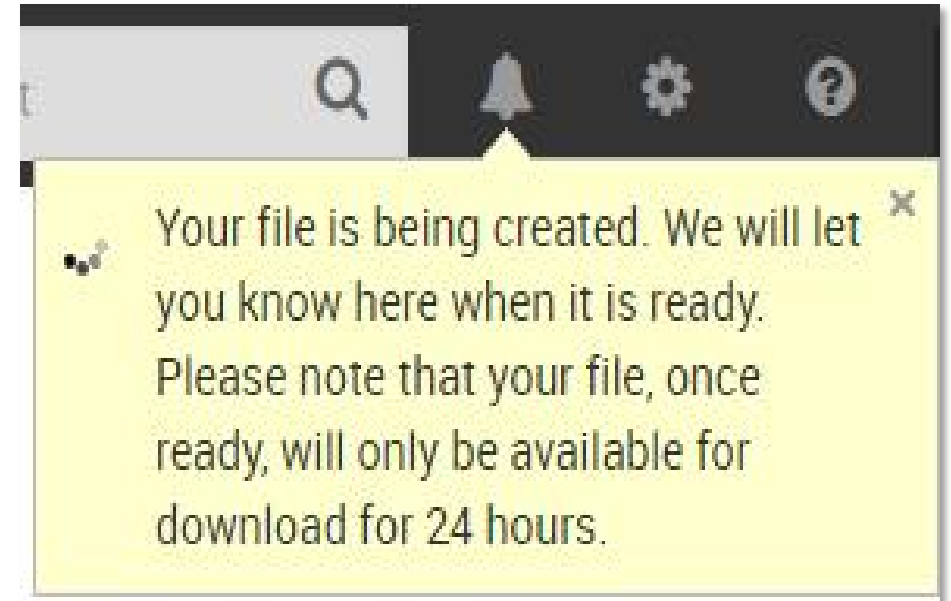
Generate Answer Sheet File Alert

- An alert will show when it is ready for download.
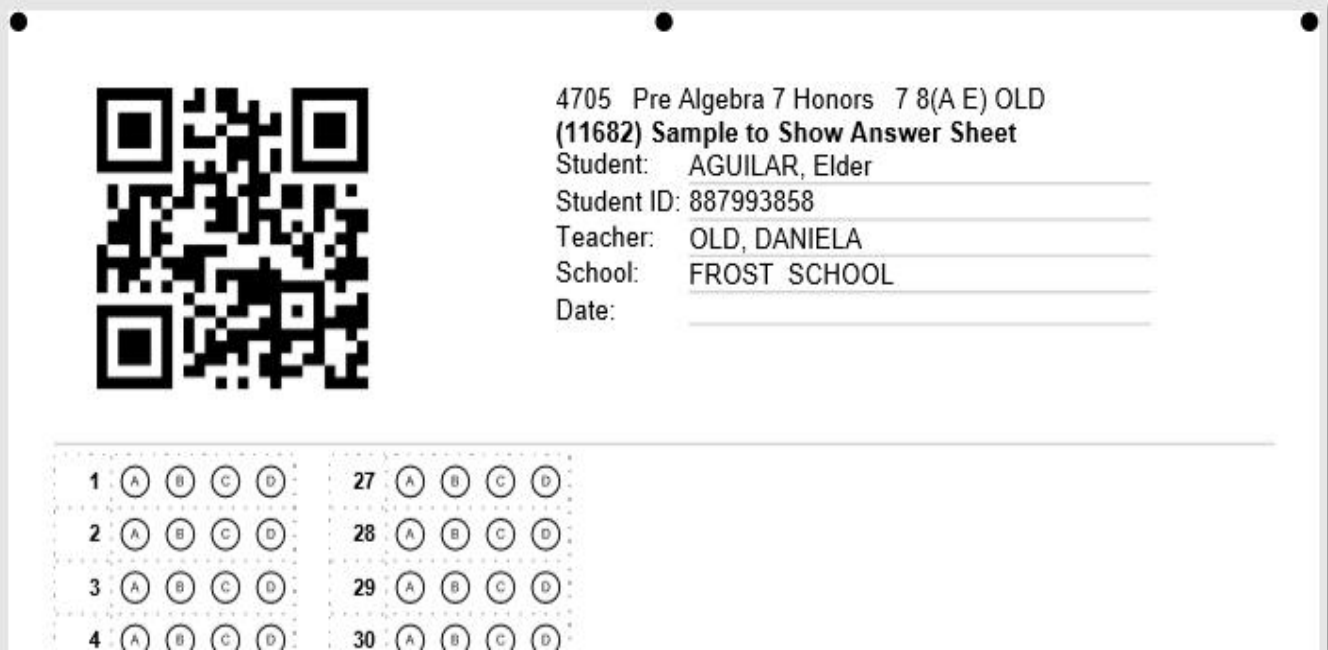
Your answer sheet is ready for download. Please note that this download link will expire on Wednesday, 03/22/2017, at 1:46 PM. Download it now

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File Extract

- You will need to extract the downloaded .zip file.
- Each packet contains a cover sheet, answer sheet for each student, and a blank at the end to use for new students.

4705   Pre Algebra 7 Honors   7 8(A E) OLD
(11682) Sample to Show Answer Sheet
Student: AGUILAR, Elder
Student ID: 887993858
Teacher: OLD, DANIELA
School: FROST SCHOOL
Date:

1	Ⓐ Ⓑ Ⓒ Ⓓ		27	Ⓐ Ⓑ Ⓒ Ⓓ
2	Ⓐ Ⓑ Ⓒ Ⓓ		28	Ⓐ Ⓑ Ⓒ Ⓓ
3	Ⓐ Ⓑ Ⓒ Ⓓ		29	Ⓐ Ⓑ Ⓒ Ⓓ
4	Ⓐ Ⓑ Ⓒ Ⓓ		30	Ⓐ Ⓑ Ⓒ Ⓓ

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Scanning Preparation
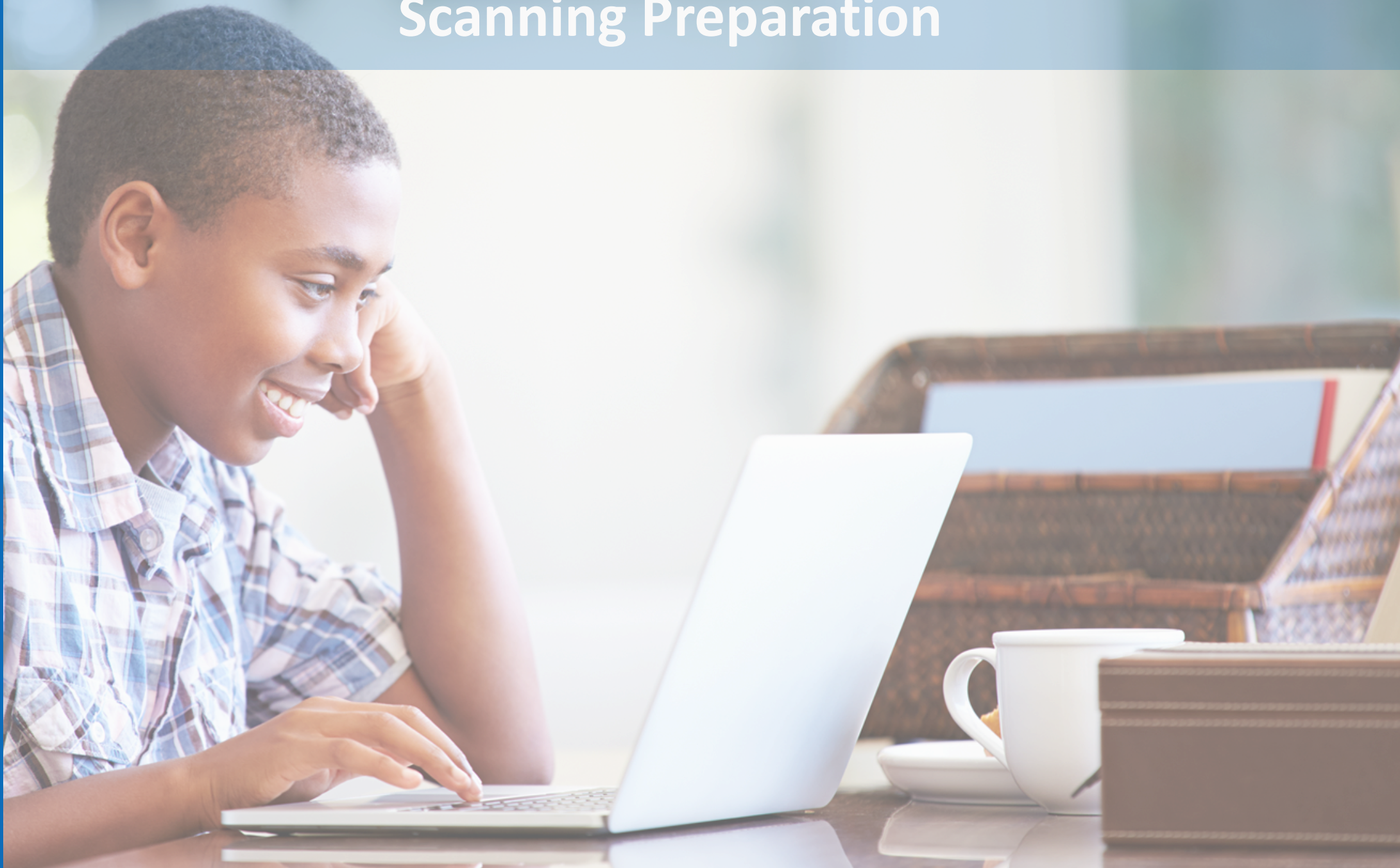
Document Camera Requirements

- The Answer Sheet Scanning 2.0.0 tray app is recommended for use with Schoolnet 22.0. This application supports answer-sheet scanning with document cameras.

- Web cameras are also supported, but document cameras are recommended for ease of use.

- Microsoft .NET Framework 4.5 is required.

- Answer Sheet Scanning was tested with the following document cameras:
  - Lumens Ladibug
  - Ipevo Point 2 View (P2V)

Browser Requirements

Supported Browsers:

- Chrome

- Firefox

- Safari

Internet Explorer is not a supported browser.

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Scanning Overview

Answer Sheet Scanning

❓ ⊗ Close Scanning

Place an answer sheet under the camera to scan it. A check mark and beep indicate a successful scan. Place the next answer sheet to continue.

⇄ Mirror View   ↷ Switch Orientation

Scan the next answer sheet to continue or   ⟳ Rescan

📷 Scanning Progress Log   ⓪ Incomplete

Click **Mirror View** to flip the image. Click **Switch Orientation** to switch between Portrait and Landscape.

Click **Scanning Progress Log** to see a status report and check for errors.

The Incomplete notice shows how many tests are incomplete. Incomplete tests (tests with missing answer sheets) are not submitted to Schoolnet.

Click **Rescan** if you need to rescan an answer sheet that did not scan properly.

(82959) TH Answer Sheet Scanning 2   Page 1 of 1

INTRO WORLD LIT & COMP 10 - Sec-03 Per-3

Awad, Irena (617894)

Teacher: Bamfo, Cherrel   School: George P. Shultz High

2 Warning(s). Invalid student responses are stored as empty responses. Update the student's response to a valid answer to store a student response.

Scanned Answers   Click on bubbles to edit

1   Ⓐ Ⓑ **Ⓒ** Ⓓ

4   Ⓣ Ⓕ ◀   ⚠

5   Ⓐ Ⓑ **Ⓒ** Ⓓ

6.1   Ⓐ **Ⓑ** Ⓒ Ⓓ

6.2   **Ⓐ** Ⓑ Ⓒ Ⓓ

6.3   Ⓐ Ⓑ Ⓒ **Ⓓ**

6.4   Ⓐ **Ⓑ** **Ⓒ** Ⓓ   Multiple responses.   ⚠

2   TEACHER USE ONLY
    ⓪ ① ② ③ **④** ⑤

3   TEACHER USE ONLY
    ⓪ ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨
    ⓪ ① ② ③ ④ ⑤ ⑥ ⑦ **⑧** ⑨

Closing the scanning application will submit all answer sheets. Submitted tests can be viewed and modified on the Score page in Schoolnet.

Click any bubble to edit an answer. Click **Finish Editing** when you are done.

Hover over an answer to view a warning. Teacher scores for open response are captured. Student open response answers and teacher comments are not captured.

Valid Page Markers

An answer sheet requires the following for a successful scan:

- Valid page markers (the black circles that border an answer sheet): If the page markers are not found after 30 seconds, an error will appear on the video display. If you see this message, make sure the markers are within the corner marks on the display and try again.

Unable to detect answer sheet markers.

Camera scanning tips are available in Help.

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Valid QR Code

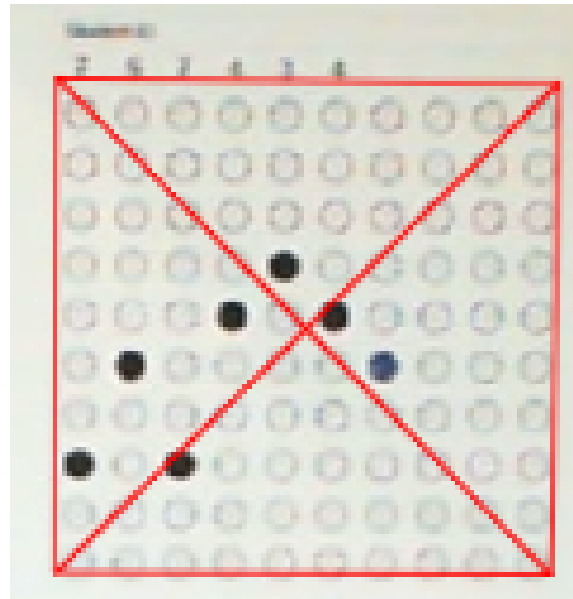An answer sheet requires the following for a successful scan:

- Valid QR code: An invalid QR code is indicated by a red box with an X through it.

Valid Student ID

An answer sheet requires the following for a successful scan:

- Valid Student ID: An invalid student ID is indicated by a red box with an X through it.

Tips for Scanning

Before scanning:

- Make sure the answer sheet is straight and not creased, folded, or obstructed.

- Stack a whole section of sheets together neatly

- Look for the Answer Sheet Scanning icon on your taskbar to make sure it's running

- Make sure that your hands are outside of the page markers, that the lighting is good, and that there are no shadows on the page. Also check that there isn't too much glare on the page from overhead lights (moving the camera just a foot or two can help).
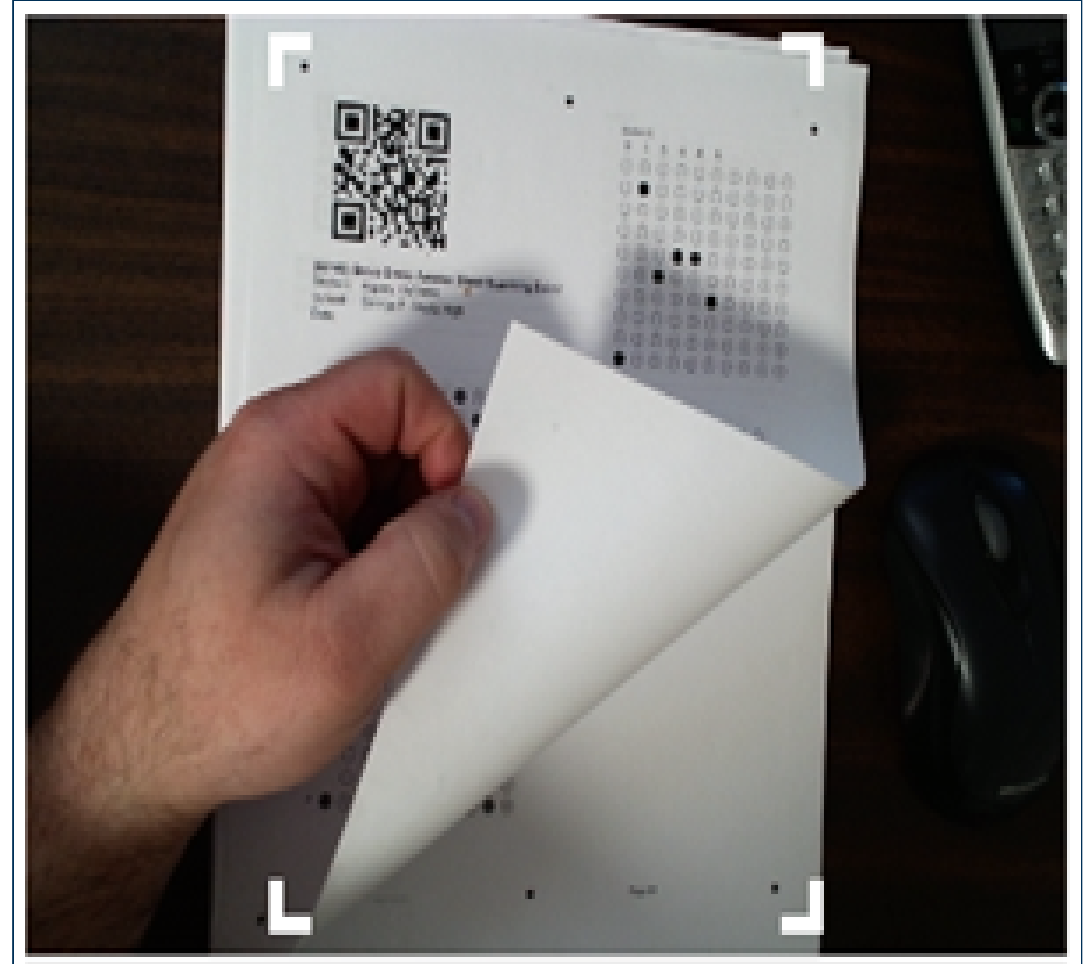
While Scanning

- Align the black dots on the answer sheet as closely as possible to the white corner marks displayed in the camera window on the screen
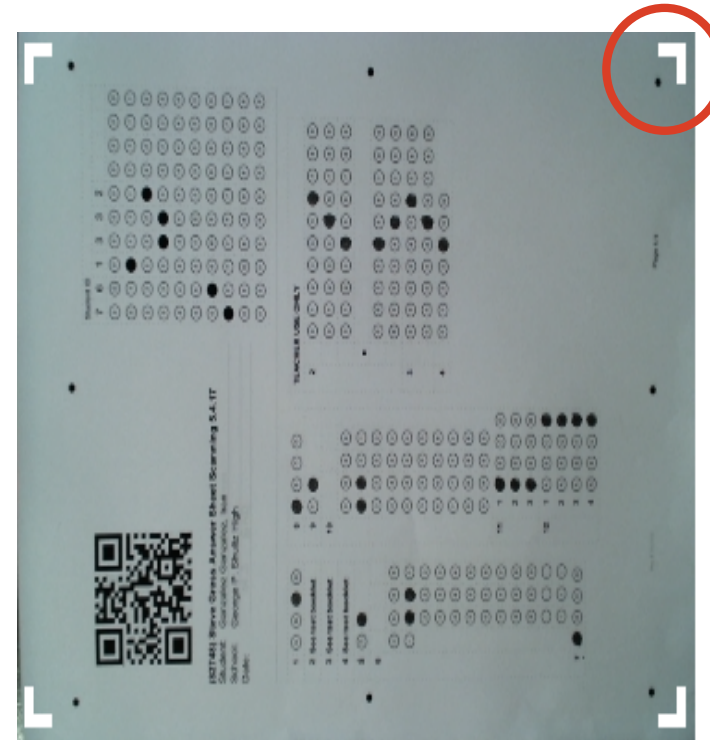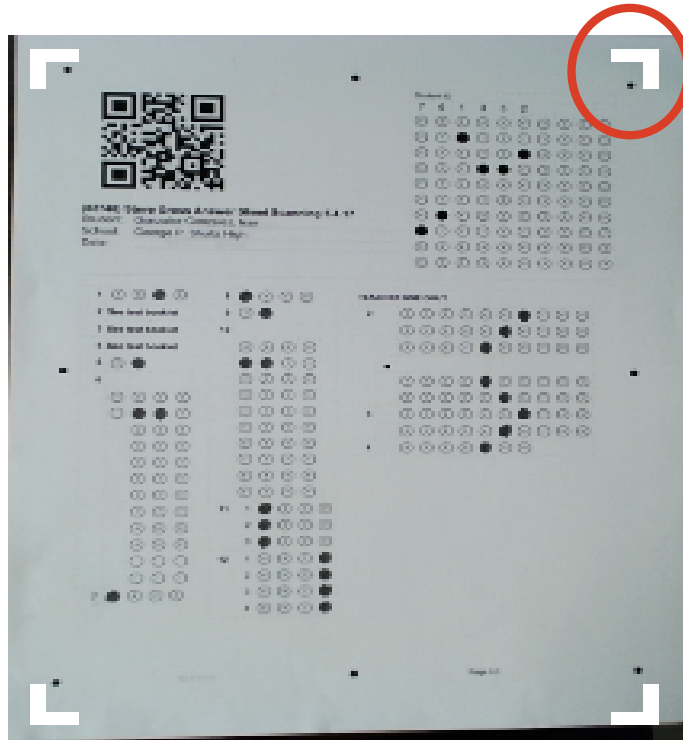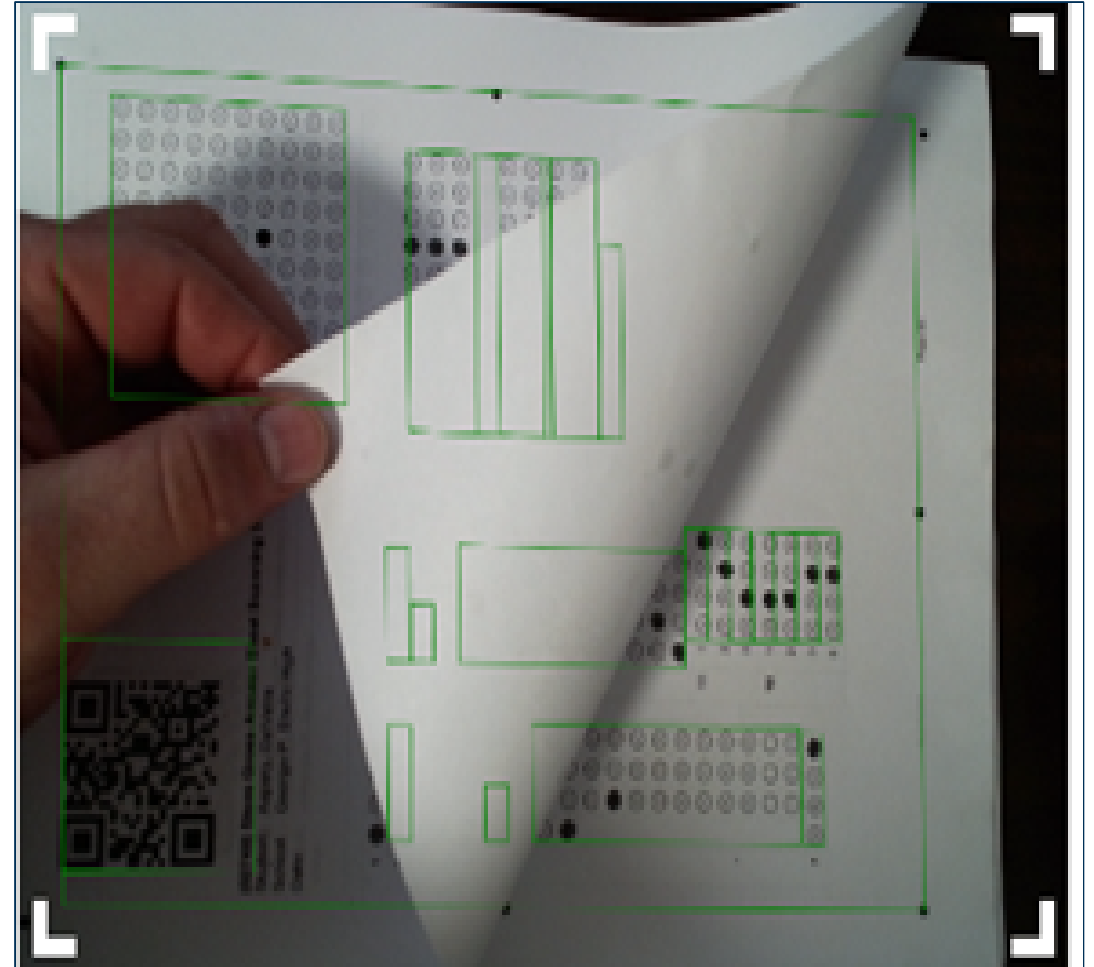
Portrait

- For portrait, put the QR code in the upper left hand corner, and pull from the bottom right, revealing QR code last.

Landscape

- For landscape, put QR code in the lower left hand corner, pull from the bottom right, revealing QR code last
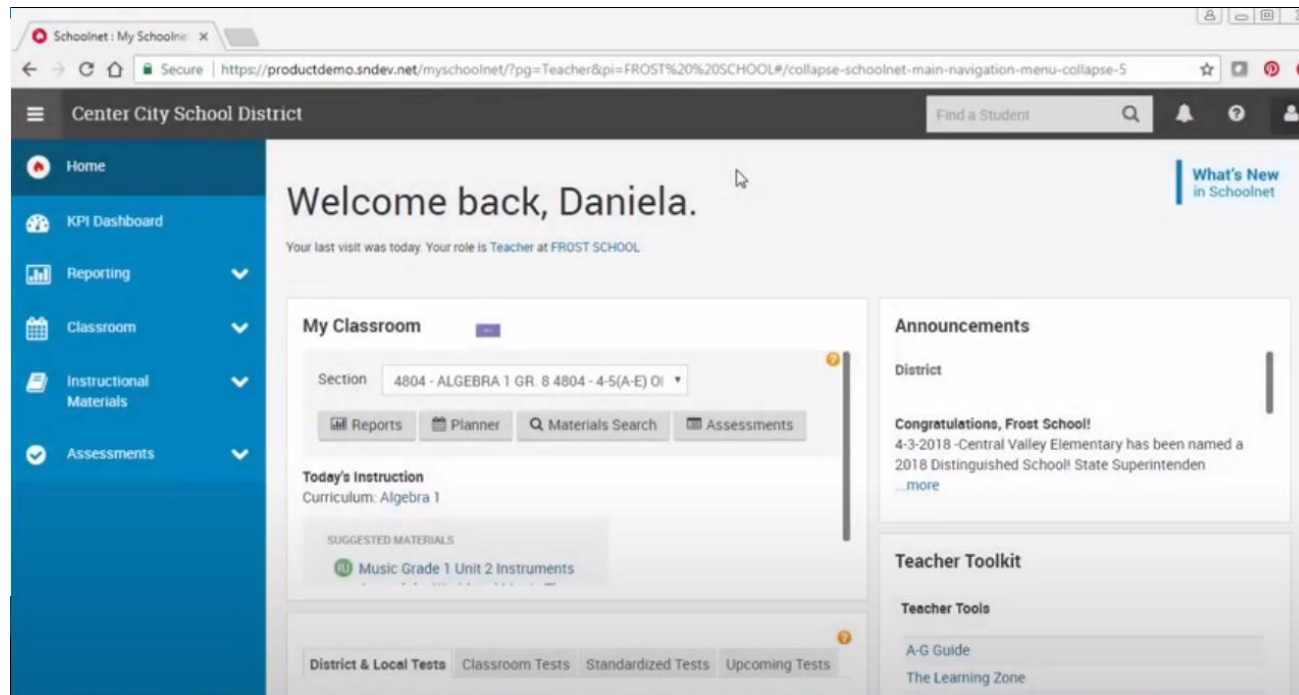
Fixing Issues

- Rescan an answer sheet if it was scanned before it was positioned properly, resulting in unnecessary warnings.

- After making changes to an answer sheet and clicking **Finish Editing**, you cannot go back and make changes unless you rescan the answer sheet.
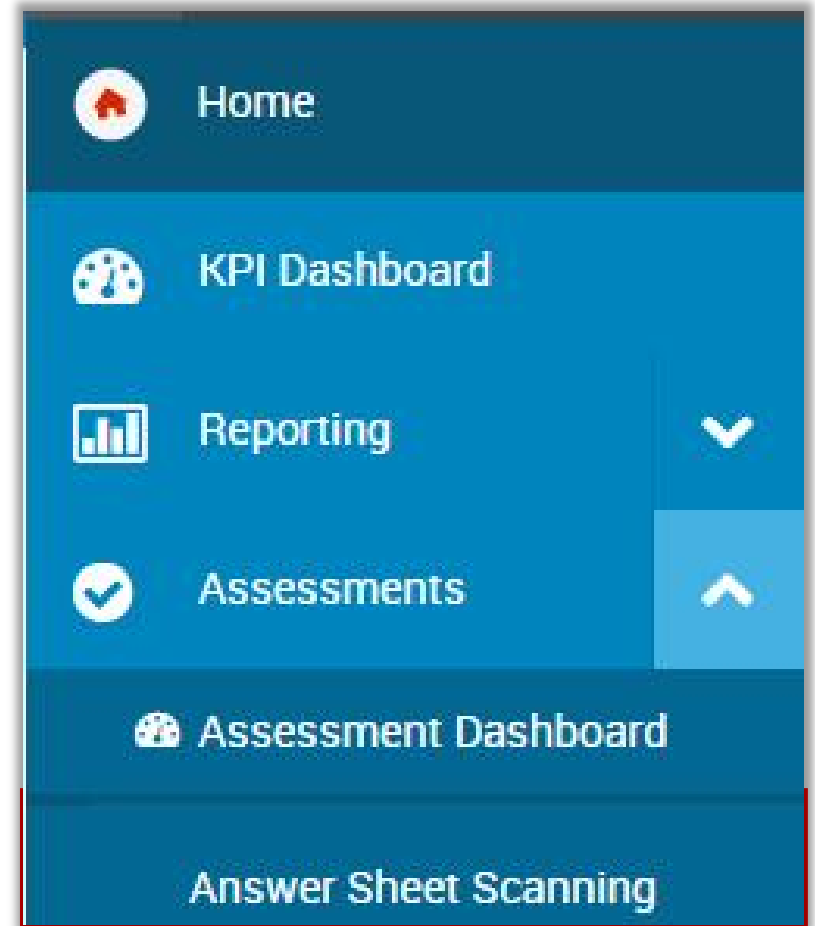
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Answer Sheet Scanning Video

- https://youtu.be/wIt4z87LEHI

Scanning Steps

1. Go **to Assessments** > **Answer Sheet Scanning**. You will be prompted to install the software if it is not installed.

Scanning Steps

2. Position the answer sheet where the camera can scan it. Answer Sheet Scanning automatically detects the orientation of the answer sheet. If orientation cannot be detected (for example, if the answer sheet is not entirely within the area that can be scanned, or if the QR code cannot be detected), an error message will let you know.

When the image is successfully captured, you will hear a beep, and the student name and answer bubbles will be populated on the right side of the screen. If necessary, click **Mirror View** to view a mirror image of the answer sheet. After a sheet has been captured, you can rescan it by clicking **Rescan**.

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Scanning Steps

3. When you position an answer sheet, green boxes will appear around areas on the answer sheet that are successfully captured. A red box with an X through it indicates an invalid QR code or invalid student ID.

4. Check any warnings that appear. Hover over the warning icon or bubbles for a particular question to view a warning message. For open response questions with rubrics, the rubric name appears when you hover over the column number, and the trait name appears when you hover over the trait weight or any of the bubbles.

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Scanning Steps

5. Click the answer bubbles to modify answers as needed, and then click **Finish Editing**. You will not be able to make additional edits after you finish editing, but teachers can make changes on the Score page in Schoolnet.

6. Position the next answer sheet to scan it, and continue until all answer sheets are scanned.
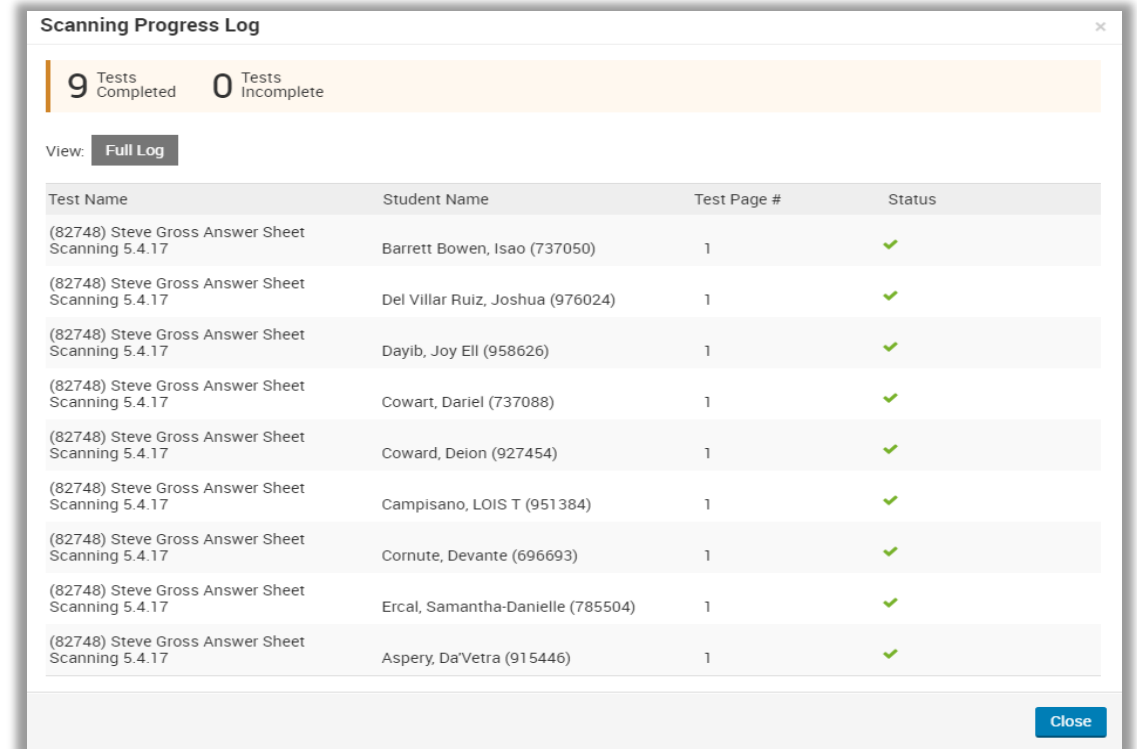
Scanning Steps

7. After you have scanned all the answer sheets, click **Scanning Progress Log** to check for errors. The **Full Log** tab lists every test that has been scanned. **The Incomplete Tests Only** tab shows a list of incomplete tests (tests that are missing pages). Tests that are incomplete or have errors will not be submitted to Schoolnet.

8. Click **Close Scanner** at the top of the page to exit. The student answers will automatically be submitted to Schoolnet.

Scanning Progress Logs

The scanning process log has two components, a **Full Log** and, if applicable, an **Incomplete Tests Only** log.

A **Full Log** tab will display every assessment scanned. If all assessments are scanned, this is the only tab that will show, and it simply acts as a log of completed scans.

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Incomplete Tests Only Log

If a scanning session has had incomplete scans, those will show in the **Incomplete Tests Only** log. In this example, the user had 9 successful scans, and one test that is incomplete (page 2 is missing).

View List of Incomplete Tests

The user has the option to click **Incomplete Tests Only** and see a list of the incomplete tests. This is visible in the example below.

District Toolkit

The following resources are available in the District Toolkit on the [TEA Optional Beginning-of-Year]() site.

District Toolkit

- Webinar

- Provide Student Registration Data File

- User Account Distribution

- District Paper Testing

- District Results File Format

- District Results File Sample

- Answer Document Scanning

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Parent Toolkit

The following resources are available in the Parent Toolkit on the <u>TEA Optional Beginning-of-Year</u> site. Districts may want to review some of the information available to parents.
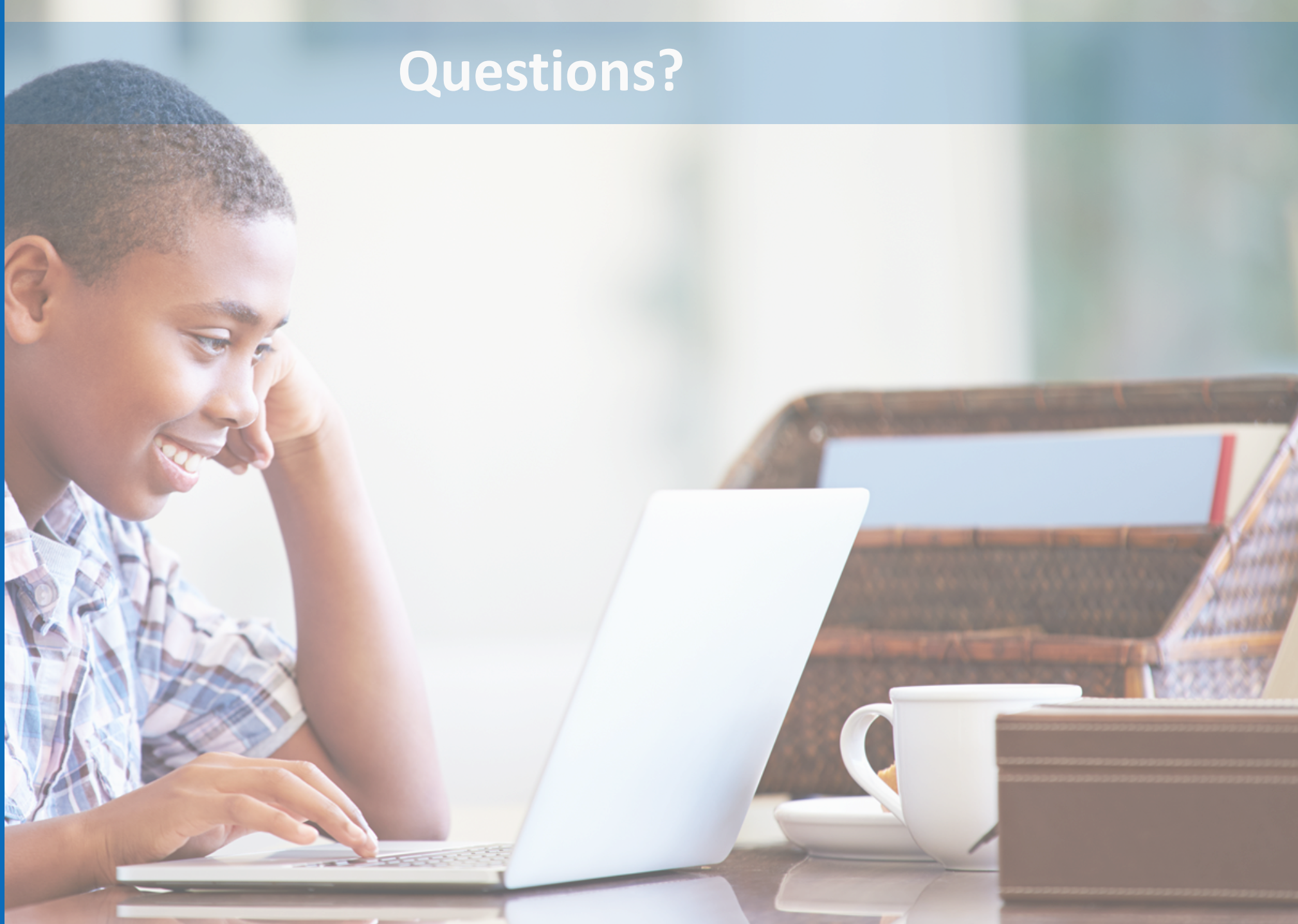
Parent Toolkit

- BOY Assessment Overview
- Online Tutorial
- Home Test Readiness
- Parent Technical Support
- Student Results

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Questions?

TEA

Submit general questions to:
Student Assessment Help Desk

For specific questions, contact Pearson at: (800) 627-0225

Thank you!